

Pre-bid Conference Minutes

Medical Administrative Management of the Kidney Dialysis Unit - Deer's Head Hospital Center - DHMH/OPASS 16-14355/eMM #MDM0031021791

07/22/15 Meeting, 10:00am in the Boardroom at Deer's Head Hospital Center

**DATE: 07/22/15      TIME: 10:00 am      MINUTES TAKEN BY: Beth Perdue**

**ATTENDEES**

<b>Beth Perdue, Agency Procurement Specialist, Deer's Head Hospital Center</b>	<b>Olawanle Turton, RN, KDU Manager</b>
<b>Christine Wells Peninsula Nephrology Associates</b>	<b>Michael Basuel, M.D. Peninsula Nephrology Associates</b>
<b>Nancy Settle Kidney Health Center of Maryland</b>	<b>Anish Hinduja, M.D. Kidney Health Center of Maryland</b>
<b>Anthony Gardner, Contract Officer, DHMH-OPASS - via phone</b>	

10:00 am meeting opened, everyone was asked to sign in. Everyone was thanked for attending.

Introductions were done beginning with Beth Perdue, BSBM, Agency Procurement Specialist Supervisor for Deer's Head Hospital Center.

Anthony Gardner welcomed everyone to the meeting and thanked them for coming. Mr. Gardner opened the meeting with the following information: he was there to help everyone understand the process for this procurement. He asked that everyone please sign in and to be sure that their name, telephone and fax numbers were listed as well as e-mail addresses and if they had business cards to please leave them as well. Anthony, then introduced himself. He stated that if there were any clarifications required for this contract bid he can be reached at 410-767-5190 and his e-mail address is [anthony.gardner@maryland.gov](mailto:anthony.gardner@maryland.gov). This meeting was to review the solicitation for Medical Administrative Management of the Kidney Dialysis Center at Deer's Head Hospital Center.

He stated that the contract was for the Medical Administrative Management of the Kidney Dialysis Unit located at Deer's Head Hospital Center and that the contract would be for five (5) years with no renewal options, beginning on or about October 1, 2015. Please be assured that everything reviewed today is in the specifications.

The procurement method used for this solicitation is Competitive Sealed Bidding. He stressed that we would require the forms required to be returned in Triplicate. Mr. Gardner stated that there were no MBE subcontracting goals established for this contract, however, MBE's were encouraged to bid.

Carefully review Section 1 General Information beginning on page 6 of the IFB. As noted the Department of Health and Mental Hygiene and the Office of Procurement

and Support Services has issued this IFB. The IFB and all subsequent documentation will be posted on eMaryland Marketplace website and the Department of Health and Mental Hygiene website. Please remember you must be registered on eMaryland Marketplace to be awarded a contract and/or bid on any IFB. Registration is free and you can review Section 1 Subsection 1.8 for details. Review Subsection 1.9 Questions on Page 10 regarding how to submit questions subsequent to this pre-bid conference. Questions to the Procurement Officer, Michael Howard, with a copy to the Procurement Coordinator, Beth Perdue and Anthony Gardner shall be submitted via <http://dhmh.solicitationquestions@maryland.gov>. Questions shall be submitted no later than five (5) days prior to the bid due date. The Procurement Officer, based on the availability to research and communicate the answer, shall decide if an answer can be given before the bid due date. Try to get any questions to us as soon as possible. Subsection 1.30 on page 14 is regarding payment by electronic funds transfer. Carefully review this section. By submitting a response to this solicitation, you are agreeing to accept payment via electronic funds transfer unless the State of Maryland Comptroller grants an exception. Payment via electronic funds transfer is mandatory for contracts exceeding \$200,000.00. The section goes into detail on how to register a request for an exemption.

The Bidder Minimum Qualifications are listed in Section 2, Subsection 2.1 on page 18. As noted, the Bidder must provide proof with this bid that all minimum qualifications have been met.

Scope of Work requirements are listed in Section 3, Subsection 3.2 pages 19 and 20. This is the meat of the solicitation and will give you a clear understanding of what the Department expects of the successful bidder and the provision of these services. Included in this Section 3, Subsection 3.4 is the Insurance Requirements. Please pay special attention to Subsection 3.4.5 regarding resulting Contractor's coverage for Workers Compensation.

The Bid format is listed in Section 4, pgs 25 to 28. Pay special attention to the Additional Required Bid Submissions, Subsection 4.4, pgs. 25-27. Failure to include all required items may void your bid submission. Also included in this Section 4, Subsection 4.7, Documents Required upon Notice of Recommendation for Contract Award. As noted this is a list of documents that are required ONLY from the winning Bidder. Please keep this in mind when submitting your bid documents. One of the affidavits required to be filled out, completely when you are the winning bidder, is the Contract Affidavit, Attachment C. This form asks for the name of your Resident Agent. If there is a question as to whom your Resident Agent is, please call the State's Corporate Charter Division at 410-767-1330. This office is located at 301 West Preston St., Baltimore, MD.

Please correctly review the bid pricing instructions, Attachment F, page 56 and bid form, Attachment F, page 57. Within ten (10) working days of being notified of recommendation for award the bidder must complete and submit the Contract Affidavit, Attachment C and the Standard Contract, Attachment A. Please note the contract shall

not become effective until the Contract Affidavit is signed and returned. We require that all requested documents and attachments be returned to us in **triplicate and with original signatures, not copies.** We do not require that the solicitation document be returned. A list of attachments can be found on page 29 and 30. Some attachments are not applicable to this solicitation. Please carefully review Subsection 4.4 Additional Required Bid Submissions pages 25-27 in order to submit the correct documents and attachments.

Lastly, please do not forget to sign the Bid and Signature page on Attachment F. The most important matter is to get your bid to us by the time and date listed in the IFB.

There are three (3) acceptable means to delivery your bid: the US Postal Service, hand deliver (ask for a receipt that shows day, time and name of person who accepted your bid), and hand delivery by a commercial carrier. Please also ask your commercial carrier to get a receipt with date, time and name of person who accepted your bid. Bidder is responsible for making sure that the Bid arrives before the closing date and time. The State is not responsible if the Bid is not delivered before the cutoff time. Bids are to be sent to the attention of Beth Perdue, Agency Procurement Specialist Supervisor, Deer's Head Hospital Center, P.O. Box 2018, Salisbury, MD 21802.

Bids will be due, in Triplicate, on **Thursday, August 13, 2015 by 2:00 p.m. Local Time. NO BIDS WILL BE ACCEPTED AFTER 2:00 P.M.** The Bids will be opened on **Thursday, August 13, 2015 at 3:00 p.m. Local Time.** At that time an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified. The bid opening is public and may be attended by any bidders.

Please keep in mind that after this pre-bid conference potential Bidders may have questions answered that may help them understand the IFB and the answers to those questions, if significant in nature, will be posted on eMaryland Marketplace and Department of Health and Mental Hygiene website. Therefore, please allow sufficient time for this to occur. If you have any questions or comments about this process, please contact Anthony at 410-767-5190 or via e-mail at [anthony.gardner@maryland.gov](mailto:anthony.gardner@maryland.gov).

Anthony then asked the Agency Procurement Specialist Beth Perdue if there were any points in the specification overview that she wanted to emphasize. Beth responded that the only thing was that a letter from Peninsula Regional Medical Center was required stating that the Bidder had staffing privileges at their hospital.

Mrs. Perdue then opened the floor for questions:

Q: Dr. Basuel asked how they could get a copy of the IFB?

A: Since Dr. Kahn is out of the country, Beth offered to make a copy before Dr. Basuel left the grounds.

Post Conference: Please be mindful that documents pertaining to this procurement should be obtained from the eMM and DHMH websites.

The meeting was adjourned at approximately 10:30 a.m. A tour of the Kidney Dialysis Unit was given to Dr. Hinduja and Ms. Settles since they had never been to Deer's Head Hospital Center.